



CURRICULUM VITAE

SYED AZMATHULLA

PROCUREMENT SPECIALIST

CONTACT

+966 530739493

syedazmathulla.pmt@gmail.com

Khobar, Al Akrabia - KSA

LANGUAGES

* English

* Hindi

* Kannada

* Arabic (Manageable)

SKILLS

Project Management

Time Management

Team Management

Problem Solving

INDUSTRIES

Oil & Gas

Petro-Chemical

Industrial etc.

PROFILE

I am a highly Proficient Procurement Specialist with over Five years of expertise in this field. Throughout my career, I have consistently demonstrated reliability, competence, and a focused approach to my work. I have successfully led the Supply chain cycle by closely studying the Market and taking decisions Strategically and other related disciplines. My expertise encompasses a wide range of Business Strategies ensuring high-quality results that meet the unique needs of each project.

• KNOWLEDGE OF SAUDI ARAMCO PROCUREMENT PROCESS

EDUCATION

Diploma in Computer Science Eng. - Bangalore, India.

Bachelor in Computer Science Application BCA - Bangalore, India.

WORK EXPERIENCE

FROM AUGUST 2023 – TILL DATE

PROCUREMENT SPECIALIST • JASSIM SAIF AMER ALJABERI EST. - (AL KHOBAR, SAUDI ARABIA)

(Procurement for Building, Electrical, Mechanical, Marine, Heavy Equipment, Security systems, Stationery, Consumables, Maintenance & Calibrations)

- Responsible for material procurement based on the MR of the project and expediting activities (review, study and recommend material procurement plan, logistic plan, storage & preservation procedure, material requisition, technical bid valuation, vendor award approvals, issue PO).
- Highlight project management team about major procurement activities, progress, figures and discrepancies in the material delivery, contractor deviating from the project requirements and major issues.

CLIENTS

* SINO HYDRO DOOSAN, RIYAS

*SEPCO

*SAIPEM

*POWER CHINA (SAAD2)

*LARSEN & TOUBRO LTD. (L&T)

*CHINA RAILWAY CONSTRUCTION
CORPORATION LTD. (CRCC)

*GAS ARABIAN SERVICES

*HYUNDAI

*HAMCHANG

*HALLIBURTON

*BAKER HUGHES

*METITO

*SAUDI ENSAS VOLTAS

*SINOPEC

*CHINA PETROLEUM ENGINEERING
& CONSTRUCTION CORPORATION

- Comply with Procurement Procedures, Work-Practices, Project Procurement Execution Plan, Nondisclosure / Confidential Agreements and Project Supplier List.
- Supporting the Technical Department in the procurement of all manufactured materials from the external chain.
- Develop Suppliers and Maintain good relationship with Suppliers and their representatives by adherence to code of conduct and business ethics.
- Maintain & records supplier price list, Nondisclosure agreements, approved supplier list, supplier prequestionnaire form & related docs.
- Prepare suppliers quotation summaries along with price & Leadtime variations and make recommendations accordingly as per Project Procurement Execution Plan.
- Issue purchase orders as per the approved quotation summaries and maintain a complete systematic data base for all procurement activities for easy tracking.
- Maintain, update and follow up regularly the material status report.
- Ensure materials are delivered from the suppliers on time, follow up & expedite the deliveries in case of urgency.
- Ensuring that all procured materials from suppliers meet quality, delivery and target costs.
- Researching materials, competitor trends, market intelligence and alternative sources. Review supply agreements performance and compliance; quality and continuity of supply are paramount.
- Leading negotiations with suppliers to achieve cost reductions, reduce Leadtime & set long credit terms
- Knowledge of logistic process
- Developing multiple Genuine Vendors to Avoid Dependency.
- Maintaining good Professional Relationship with Vendors.
- Visiting and exploring the Market to stay updated on the latest Trend & maintaining healthy relationship with Vendors to gain maximum support.

FROM MARCH 2020 – JUNE 2023

PROCUREMENT OFFICER • ZOMAN MOHD AL-HAJRI CO. – DAMMAM, SAUDI ARABIA

(Procurement for Civil, Construction, Building, Electrical, Mechanical, Heavy Equipment, Security systems, Stationery, Consumables, Maintenance & Calibrations)

- Purchasing Materials from Main Distributors or Sole Manufacturers.
- Developing multiple Vendors to Avoid Dependency & Alternates can be used when needed.
- Maintaining good Professional Relation Ship with Vendors.
- Upon multiple quotations compare the Best lowest Price, Earliest Delivery & Better payment terms. Maximum giving Priority for Credit & L/C to help increase the Accounts Cash flow.
- Purchase requisition (PR) will be received by me from concern Engineers or any Requesters.
- To be checked if the requested item is already available in Inventory & is spare if not, I will send Request for Quotation (RFQ) for the given item Description to the approved Suppliers.
- Upon receiving the Quotations from multiple Suppliers, I will review if the item specification is matching with the request description & compare the Best lowest Price, Earliest Delivery & Better payment terms.
- Purchase Order (PO) will be Raised and will be processed for Managers Approval, once approved I'll send the approved Draft to the supplier.
- Follow up if the material is on time Delivered on the required Location with Delivery note.
- Invoice will be received & submitted by me at the Accounts to Process the payment if its Cheque against Delivery or Advance TT, if on Credit the Payments to be followed up & if on L/C the letter of Credit to be submitted.

Involved in the following Projects:

- Expansion of Dammam Jubail Express.
- Improving of Intersection & connection areas (Ash Sharqiya – Tabuk – Al Jauf – Northern Borders)
- Extension of Highway 6 Contract No. 92-C46R Commission in Jubail.
- King Salman Energy City Spark.
- 14190-01 Maintenance work for Dammam Roads No. 203.
- Construction of Main Roads Eastern Province First Group.
- Al – khuzaim Al – Aziza Scheme 869.
- Al – Khalidiya Intersections in Eastern Province.
- Installation of Roads Barriers in Jizan.
- Maintenance Of Intersection in Khobar RK.
- Renovating a Wall & Building the Gates of the National Guard (Eastern Sector) RK
- ASHALTING SIDEWALKS & LIGHTING FOR MUNICIPALITY & THE VILLAGES (KING ABDULLAH RING ROAD) RK
- Main Roads Eastern Province Region First Group 1.

FROM JANUARY 2018 – SEPTEMBER 2019

SOFTWARE DEVELOPER • UI & UX DEVELOPER FRONT END • COSMAC COMPUTERS CO.- BANGALORE, INDIA

Job Responsibility:

- Development of websites & applications as User Interface developer with frontend Programming Languages: HTML, CSS, Java Script, JQuery, Bootstrap, Angular JS.

Involved in the following Projects:

- CRM (Customer Relationship Management)
- MCRM (Migrate Customer Relationship Management)
- TTA (Time Tracking Administration).

Computer Skills:

- Operating System: Windows 11, 10, 8.1, 7
- MS Office: Word, Excel, Power Point
- Database: Oracle, SQL server, MS Access
- Programming Languages: HTML, CSS, Java Script, jQuery, Bootstrap, Angular JS.

PERSONAL INFORMATION

Marital Status: Unmarried

Gender: Male

Date of Birth: 2nd Nov 1999

Nationality: Indian

Religion: Islam

Iqama Status: Transferrable

Driving License: Available

Present Address: Khobar, Al Akrabia, Saudi Arabia
